



Measures Checklist

Part 1: Measure setup and linkage

Name of the Measure:
Does it fit with an organisational objective and if so how?
Which driver diagram does it come from and what from what level?
How does it fit with the outputs from the Visioning Workshop?
Who is the person responsible for ensuring that the data is collected, analysed and reviewed?

Part 2: Measure definition

Measure definition	What is the definition? <i>(Spell it out very clearly in words)</i>
	What data item comprises the Numerator <i>(the top number in a percentage calculation)</i> ?
	What data item comprises the Denominator? <i>(the bottom number in a percentage calculation - Some measures do not require one)</i>
	What is the calculation to be done? <i>(Some measures do not require one)</i>
	Which patient groups/theatres are to be covered?
Goal setting	Are you setting yourselves a numeric goal? Is so what is it?
	Who is responsible for setting this?
	When will it be achieved by?



Part 3: Measurement process

Collect	Is the data available? <i>(Currently available / Available with minor changes / Prospective collection needed)</i>
	Who is responsible for data collection?
	What is the process of collection?
Analyse <i>Calculate measure and present results</i>	What is the process for presenting results? <i>E.g. enter data in Extranet, create run chart in Excel, generated automatically from Theatre Management System</i>
	Will you present this data as a run chart or a Pareto/bar chart?
	Who is responsible for the analysis?
	How often is the analysis completed?
Review	Where will decisions be made based on results? <i>(i.e. at what meeting or forum)</i>
	Who is responsible for ensuring action is taken to implement those decisions?
	Who is responsible for taking action?